

THIS POSITION REQUIRES A CURRENT PASSING SCORE OF SEVENTY (70) PERCENT ON THE ERGOMETRICS IMPACT AND READING TEST. TESTS ARE CURRENTLY BEING SCHEDULED. CONTACT MARY AT THE JUVENILE JUSTICE CENTER AT 586-469-5463 FOR MORE INFORMATION.

MACOMB COUNTY

VACANT POSITION POSTING

CLASSIFICATION TITLE: Sub Youth Specialist (7 positions) **OPENING DATE:** 02-06-06
CLOSING DATE: Open until filled

DEPARTMENT: Juvenile Justice Center

SALARY RANGE: \$10.45/hr to \$12.26/hr

CURRENT HOURS AND STARTING TIME: Part-time (hours vary per week) positions; the starting time for these positions currently varies.

F.L.S.A. STATUS: Non-exempt

APPOINTING AUTHORITY: Director

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of an assigned supervisor, provides care, safety and security of residents at the Juvenile Justice Center; assists in the implementation of programs and work assignments; observes and reports information relevant to residents' behavior; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Provides for the care, safety and security of residents at the Juvenile Justice Center.
- Assists in the implementation of programs designated by the Court or Director.
- Ensures that assigned residents are appropriately dressed, fed and that all work assignments are completed in a timely manner.
- Controls or physically restrains residents engaged in violent or disruptive behavior that weigh in excess of 100 pounds.
- Pushes and pulls equipment and supplies that weigh up to 30 pounds.

ESSENTIAL FUNCTIONS (continued):

- Oversees, referees, demonstrates and supervises various activities, including recreational activities and work assignments.
- Observes and reports information relevant to residents' behavior.
- Enters case information into the Juvenile Justice On-Line Tracking (JJOLT) system; generates reports as directed.

ADDITIONAL FUNCTIONS:

- Operates an automobile while performing assigned job duties.
- May transport residents to various locations for services.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.
- Possession of an Associate Degree or 60 college credit hours in Psychology, Sociology, Criminal Justice or a related field is preferred.
- Possession of a current passing score of seventy (70) percent on the Ergometrics IMPACT and Reading Test.
- Previous experience working with adolescent youth is preferred.
- Successful completion of the probationary period for the position of Sub Youth Specialist.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Knowledge of potential behavior problems of children.
- Ability to provide direction to residents in the completion of assigned tasks.
- Knowledge of basic computer skills, including Microsoft Word.
- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationships with co-workers, residents and the public.

ADDITIONAL QUALIFICATIONS (continued):

- Possession of a valid Michigan driver's license.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County employees, including full-time, part-time and temporary hires, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER